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General Assembly

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English only

United Nations conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination
New York, 27-31 March and 15 June-7 July 2017

Information for civil society representatives

Note by the Secretariat

1. Modalities of participation of non-governmental organizations

The participation of non-governmental organizations (NGOs) in the United Nations conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination, shall be governed by the decision adopted by the conference at its organizational session on 16 February 2017 (A/CONF.229/2017/4).

2. Accreditation of non-governmental organizations

All requests for NGO accreditation must be received by the United Nations Office for Disarmament Affairs no later than 3 March 2017. Such requests should be entered on the Economic and Social Council Civil Society Network (CSO Net) by filling out an online accreditation form, available at http://bit.ly/2m9jfr5.

Please follow the instructions on the above-mentioned website. It is advisable to first check as to whether your organization already has a profile on CSO Net by searching the profile database at http://esango.un.org/civilsociety.

If your organization is not listed on CSO Net, please create your organizational profile at http://bit.ly/1hqZ000.

NGOs must indicate, as provided on the form, whether they have Economic and Social Council consultative status.[1]

[1] The consultative relationship with the Economic and Social Council is governed by Council resolution 1996/31, which outlines the eligibility requirements for consultative status, the rights and obligations of NGOs in consultative status, the procedures for the withdrawal or suspension of consultative status, the role and functions of the Council Committee on Non-Governmental Organizations and the responsibilities of the United Nations Secretariat in supporting the consultative relationship. Consultative status is granted by the Council upon recommendation of the Council Committee on Non-Governmental Organizations, which comprises 19 Member States.

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NGOs that have requested accreditation, as stated above, will be informed by the United Nations Office for Disarmament Affairs by e-mail by 10 March 2017 as to whether their request meets the requirements and has been approved. NGOs with consultative status will be accredited to the conference. All other approved NGOs will be provisionally accredited pending the decision of the conference on the list of such NGOs. For questions on accreditation, please contact Ms. Haruka Katarao (haruka.katarao@un.org).

A second accreditation period will be opened prior to the June/July 2017 conference session for only those NGOs that did not apply for accreditation prior to the March session. The accreditation of NGOs granted in time for the March session will remain valid for the June/July session.

3. Registration and issuance of identification badges

The registration process comprises two steps:

(a) Pre-registration of NGO representatives online;

(b) Registration of NGO representatives on site.

Please note that NGOs will need to pre-register and register their representatives for each session of the conference.

NGOs that are accredited or provisionally accredited to the conference must pre-register on CSO Net their representatives who are expected to attend the conference. Pre-registration will be open from 13 to 17 March 2017 at http://bit.ly/2IJlG6w.

Upon completion of pre-registration and once approved by the United Nations Office for Disarmament Affairs, you will be able to download a confirmation letter from CSO Net. Please note that the letter is required for on-site registration.

NGO representatives with confirmation letters should receive identification badges at the United Nations Pass and Identification Unit, located at 320 East 45th Street, New York, New York, on 27 and 28 March, between 9 a.m. and 11 a.m. and between 1 p.m. and 3 p.m. NGO representatives carrying valid United Nations Headquarters identification cards will be registered upon arrival. All other NGO representatives will be required to present valid photo identification (for example, a passport) at the Pass and Identification Unit.

Representatives arriving after 28 March must contact Ms. Katarao (haruka.katarao@un.org or 212 963 4178). They may also contact Mr. Hong Tan (tan1@un.org or 212 963 7062) to arrange for issuance of a security identification badge.

Once an identification badge is issued, NGO representatives will be granted access to designated rooms assigned for the conference. NGO representatives who are accredited and registered may attend the public meetings of the conference. For matters related to registration and the issuance of identification badges, kindly contact Ms. Katarao (haruka.katarao@un.org).

4. Documentation

Official documents and statements of the conference will be posted on its website. In accordance with the decision of the conference, NGOs may submit material in writing, which shall be circulated in its original language. NGOs are kindly requested to limit such submissions to five single-spaced pages (2,650 words). The materials will be made available on the conference website. Submissions should be sent to Ms. Katarao (haruka.katarao@un.org) and Ms. Katherine Prizeman (prizeman@un.org).

5. Availability of non-governmental organization documents and material to delegations

NGOs may be allowed to display their documents and other informational material on a designated table. One copy of each document should be provided to the conference secretariat through the NGO point of contact and Coordinator, Ms. Ray Acheson, prior to public display. Ms. Acheson's contact details are provided below.

6. Statements made by non-governmental organizations to the conference

Up to 15 minutes should be allocated for statements by representatives of NGOs at the end of the discussion for the day on each substantive topic. NGOs are requested to coordinate and decide among themselves on how this time is to be utilized. The list of NGO speakers for a meeting and the amount of time allocated for NGO statements should be provided to the conference secretariat through Ms. Acheson prior to each meeting, in accordance with the indicative timetable for the conference.

7. Non-governmental organization side events and exhibits

Conference room B will be made available for use by NGOs for the duration of the session in March. Please contact Ms. Acheson for information on the scheduling and booking of events in conference room B. Organizations that plan to hold a side event utilizing any other United Nations facilities should contact Ms. Katarao (haruka.katarao@un.org) directly. The availability of facilities is not guaranteed, and applications will be considered taking into account the needs and requirements of the applicant. Please note that submission by e-mail becomes valid only upon acknowledgement of receipt from the conference secretariat.

Limited space is available for exhibits. Please contact Ms. Katarao (haruka.katarao@un.org) for requests for exhibit space and to enquire about relevant details.

8. Additional information from the Secretariat

The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that NGO representatives be provided visas for travel to the United States of America in order to attend the conference. It is the full responsibility of NGO representatives to make their arrangements for visas, travel and related costs. It is advisable that NGO representatives make visa and travel arrangements at their earliest possible convenience.

9. Non-governmental organization point of contact

In order to facilitate the coordination of NGO-related matters, including possible speakers to address the conference, all NGO information provided to the conference secretariat will be shared with the NGO point of contact and Coordinator, whose contact details are provided below.

Ms. Ray Acheson, NGO Coordinator
Reaching Critical Will
777 United Nations Plaza, 6th Floor
New York, NY 10017, USA
Tel: 1 212 682 1265
Fax: 1 212 286 8211
E-mail: ray@reachingcriticalwill.org

NGO representatives' checklist	*Deadline*
Request for NGO accreditation	3 March 2017
Notification by e-mail from the United Nations Office for Disarmament Affairs to NGOs informing them of the status of their request for accreditation	10 March 2017
Request for NGO representative pre-registration	17 March 2017

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